STATE OF SOUTH CAROLINA

Commission for the Blind

1430 Confederate Avenue

Columbia, SC 29201

<https://www.careers.sc.gov>

INVITES APPLICATIONS FOR THE POSITION OF:

IT Services Specialist III

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**OPENING DATE:** 08/23/18 **CLOSING DATE:** 08/30/18 11:59 PM

**JOB TITLE:** IT Services Specialist III **CLASS CODE:** AM62

**POSITION NUMBER:** 60026374 **SLOT NUMBER:**

**STATE SALARY RANGE:**

 $32,838.00 - $60,760.00 Annually **AGENCY HIRING RANGE - MIN:**

**AGENCY HIRING RANGE - MAX:**

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

Please apply online. Contact 803-898-7297 if you need assistance with your application.

**JOB RESPONSIBILITIES:**

To support the Training and Employment Division with consumer and staff hardware/software maintenance, trouble shooting and repair. This position also maintains accurate records and inventory of consumer and staff equipment/software. Upon request, this position maintains loaner equipment to be issued/delivered.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A high school diploma and experience in office automation systems, data communications system design, installation, operation, repair, sales or marketing, or processing of information in a data processing environment or related systems. An associate's degree or a bachelor's degree in a related field may be substituted for the required work experience.

**PREFERRED QUALIFICATIONS:**

A Bachelor's Degree in Computer Science. One Year experience in IT or Technical Support. CompTIA A+ certification a plus.

**ADDITIONAL COMMENTS:**

Experience maintaining inventory. Extensive knowledge of Windows Operating Systems. Ability to communicate in a clear and concise manner. Ability to work effectively with users, vendors, and other IT personnel. Knowledge of assistive technology software and functionality. Working Knowledge of IOS products to include MacBook, iPads, Etc. Supervised by the Division Director of Training and Employment. Ability to work independently with moderate supervision. This position involves lifting/moving equipment and furniture. Occasional travel and overnight trips may be required. Periodic evening and weekend hours may also be required. Employee is responsible for meeting productivity standards in a timely manner.

\*\*The entire application history should be included on the application. All sections under the Work Experience portion of the application must be completed. If the information is not listed, then your application may be considered incomplete. The words "See Resume" are not acceptable. A resume may not be substituted for the completed application. Your employment history should include volunteer work, military time and any time spent unemployed.\*\*

**The South Carolina Commission for the Blind provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, veteran status, genetic information, sex -including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, disability or any other protected category.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: Job #80418

<https://www.careers.sc.gov> IT SERVICES SPECIALIST III

OR LG

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Columbia, SC 29201

IT Services Specialist III Supplemental Questionnaire

\* 1. Stop! All sections under the Work Experience portion of the application must be completed to include: Dates of Employment, Employer Name, Position Title, Address, Supervisor's Name, Phone Number, Website, Permission to Contact Employer field, Hours per week, and Number of Employees Supervised. If these sections are not completed, your application may be considered incomplete. The words "See Resume" are not acceptable. A Resume may not be substituted for your completed application. Your employment history should include volunteer work, military time and any time spent unemployed. Have you completed the entire application?

(Checkbox) Yes (Checkbox) No

\* 2. Please select your level of training and experience.

(Checkbox) A high school diploma and experience in office automation systems, data communications system design, installation, operation, repair, sales or marketing or processing of information in a data processing environment or related systems.

(Checkbox) An Associate's degree in a related field.

(Checkbox) A Bachelor's degree in a related field or higher.

(Checkbox) None of the above.

\* 3. Do you have a Bachelor's degree in Computer Science?

(Checkbox) Yes (Checkbox) No

\* 4. Do you have one year of experience in IT or Technical Support?

(Checkbox) Yes (Checkbox) No

\* 5. Are you certified in CompTIA A+?

(Checkbox) Yes (Checkbox) No

\* Required Question